

This policy relates to the following corporate documents: [WHS Workplace Health and Safety Policy](#)

This policy relates to the following legislation: Work Health and Safety Act, Privacy Act

## **Purpose and scope**

GTNT Group is committed to ensuring the health, safety and welfare of all workers, and for the prevention and reduction in workplace injuries associated with workers being impaired by drugs or alcohol at work.

All workers may be required to undergo random drug and alcohol testing. This includes people working in high and low risk work environments.

## **Definitions**

**Accredited** – someone that is capable of conducting the test and has undergone the correct training and certification.

**Drugs** - means any mind altering or legally controlled substance. This includes any drugs listed in the Misuse of Drugs Act (NT), or similar legislation relevant to any other State in Australia that the company may operate in, and any drugs listed in the AS/NZS 4308:2008: Procedures for specimen collection and quantitation of drugs of abuse in urine and AS 4760:2006 Procedures for specimen collection and quantitation of drugs in oral fluid (or successor Standards). The company may also include drugs other than those listed in the standard, such as those drugs referred to as “designer drugs”, including (but not limited to) synthetic cannabinoids and herbal highs, as well as other synthetic drugs such as opioids, hallucinogens, piperazines, stimulants and sedatives in the definition of “drugs”.

**Alcohol** – Reference to alcohol is any alcoholic beverage and any reference of prohibition of use or enforceable action for use of alcohol refers to the consumption alcohol without prior approval, as per clause Consumption of Drugs or Alcohol.

**Worker** - means any employed Australian Apprentice hosted to a host business or contractor undertaking works for the company.

**Employee** – is an officer delivering the operation and services of GTNT Group

**Manager** - means the relevant supervisor or manager within the host business or dedicated Employment Specialist.

**Australian Apprentice** – Refers to all apprentices and trainees employed by GTNT.

**Fitness for Work (FFW)** – refers to GTNT Groups Fitness for Work procedure.

## **Responsibilities**

### **Employment Specialist**

- Assist with the coordination of the random drug and alcohol testing, under the direction of the Human Resources Manager;
- Report any Australian Apprentice which may be showing signs of being under the influence of drugs or alcohol;
- Ensure Australian Apprentice is safely transported home or to general practitioner for any worker that may be under the influence of drugs or alcohol;
- Provide information sessions to increase the awareness of the effects of drugs and alcohol in the workplace
- Conduct Fitness for Work assessment, monitor and support Australian Apprentice to achieve timely return to work

### **Workers**

- Comply with these guidelines;
- Ensure a safe workplace for themselves and others;
- Attend the workplace free from being under the influence of any drugs, alcohol or prohibited substance in accordance with this policy;
- Report any unsafe behaviour of others in the workplace;
- Notify GTNT Group if:

- taking prescribed medication which may affect ability to undertake duties; or
- have an addiction that is likely to adversely affect their work performance; or
- have any medical illnesses (pre-existing or recently identified) which may impact ability to perform duties.

## **Application of this Policy**

This policy applies to both workers and contractors of GTNT Group. However, some aspects of this policy may only be applicable to employees. Nothing in this policy is intended to create an employment relationship between the company and its contractors.

Australian Apprentices (worker) are required to adhere to this policy in the event there is an absence of an enforceable drug and alcohol policy with their relevant host business. If Australian Apprentice is covered by the host business' EBA (or selected provisions of the host businesses EBA) and contains drug and alcohol provisions, these conditions will also apply to the Australian Apprentice.

## **Consumption of Drugs or Alcohol**

Australian Apprentices are prohibited from:

- working or conducting company business under, or at the risk of being under, the influence of drugs and/or alcohol; or
- using, possessing, distributing or consuming drugs and/or alcohol on company property including a company vehicle; or
- driving a company vehicle under, or at the risk of being under, the influence of drugs and/or alcohol at any time; or
- using or consuming drugs and/or alcohol when off-duty if it would result in the worker reporting to work or performing duties under, or at the risk of being under, the influence of drugs and/or alcohol.

The only exception to the above prohibitions is that employees may consume alcoholic beverages at social work events in designated areas, with prior approval. Employees must abide by this condition at any company event at which alcoholic beverages are served. Employees are responsible for ensuring that they remain within the statutory limit and in a condition to be able to get home safely and ensure that they are able to present to work the following day and not in breach of this procedure upon their return.

(alcohol limits for Australian Apprentices outlined under **Alcohol Testing Process**)

## **Responsibility for Enforcement**

All workers are responsible for ensuring their own compliance with this policy.

If a worker feels unsafe working with one of their co-worker because they suspect he/she is in breach of this policy, the worker should refer the matter to any manager immediately.

Workers taking any medication (whether prescription or over the counter) must ask their medical practitioner (such as their doctor or pharmacist) whether such medication creates a risk of impairment in the performance of their duties. If the medication creates such a risk, the worker must disclose this to the company prior to performing any duties.

Managers are expected to monitor their own reports, and to investigate situations that may breach this policy. Appropriate steps should be taken to manage the safety of the worker if the manager:

- observes a worker using drugs and/or alcohol or finds evidence of usage; or
- detects the odour of alcohol on a worker; or

- suspects a worker is working under the influence of drugs and/or alcohol (for example through abnormal or erratic behaviour); or
- learns from a reliable or credible source that the worker has consumed drugs and/or alcohol.

The manager is required to report all matters to the Human Resources Manager to confirm investigation process and actions. All referrals, suspensions, terminations and/or disciplinary action should take place in conjunction with the direction from Human Resources Manager for internal workers, and inclusive of the Business Development Manager for Australian Apprentices.

## **Rehabilitative Assistance**

If a worker thinks they have a drug or alcohol problem that is affecting their work, the company encourages the worker to ask for help from Human Resources Manager or the Human Resources Officer (or relevant host business manager) at an early stage (that is, before the employee is the subject of testing), without fear of reprisal. Discussions will be kept confidential. The company will try to help the worker resolve the problem, including by referring the worker to appropriate community resources.

At the company's sole discretion, it may allow a worker to take unpaid leave to participate in a drug and alcohol rehabilitation or treatment program. The workers return to work after successful completion of the course of treatment will depend on the company's needs at that time and will be on the recommendation of either the company's nominated medical practitioner, or the workers medical practitioner (chosen at the company's sole discretion). The worker may also be required to complete a course of follow-up treatment and return a negative drug and/or alcohol test, all at the cost of the worker, before being permitted to return to work.

Employee's may access the company's employee assistance program (EAP). At the Human Resources Manager's discretion employee may be offered additional free sessions. This is a confidential service, which is independent from the company. The EAP offers services such as information, assessment, counselling or referral, to help an employee resolve issues that may be affecting his/her work, such as marital problems, depression, or drug and alcohol dependency.

## **Drug and Alcohol Testing**

### **Pre-employment/engagement testing**

At the request of the host business (or business's engaging in labour hire services), applicants will be required to undergo a drug and alcohol screening test before being employed or engaged. If an applicant fails the test, he/she may not be considered for appointment or, if the applicant has already been appointed, the employment/engagement may be cancelled or terminated as a breach of contract.

### **Testing during employment/engagement**

During employment or engagement, the company may require a worker to undergo a drug and alcohol test, to monitor compliance with this policy. The company may require a worker to undergo drug and alcohol testing on any of the following occasions:

- If the company suspects, on reasonable grounds, that a worker is working under the influence of drugs and/or alcohol. Reasonable grounds for testing can be established if a workers behaviour, actions or conduct (whether observed by or reported to the company) suggest that the worker is under the influence of drugs and/or alcohol refer to WHS-ST002-01 Signs of Unfit for Work Form for further information.
- Due to the potentially dangerous nature of many aspects of the company's work (or Host Business's work/industry), random testing may be conducted for anyone employed or engaged in a safety-sensitive position, or anyone who has completed a rehabilitation program in accordance with post treatment testing conditions. The term "safety sensitive position" refers to any area or role that contains any hazard or where there is the potential for an accident or incident to cause injury, harm, serious harm, or damage to property, plant or equipment. Safety sensitive positions include, but are not limited to, those set out at Schedule A – Safety Sensitive Positions of this policy.

- random test selection means that some workers may not be picked to be tested at all, some workers may be tested once, and other workers may be tested more than once. The selection process for random testing will be completed by Human Resources or an independent authorised service provider, however the company may, at its absolute discretion, nominate groups of workers for random testing based on operational or geographic location.
- If there is an incident, accident, near miss or plant, product or property damage involving an actual or potential compromise of health and safety standards and a worker's actions, or lack of action, may have been a direct or indirect contributory factor.
- If host businesses or prospective host businesses, request that a worker submit to drug and alcohol testing.

## Testing

Host business's requesting a drug and alcohol test (for hosted Australian Apprentices) will incur the cost of conducting the test. All other drug and alcohol testing conducted as directed by GTNT Group, will be at the company's expense by a selected provider, or by its nominated registered medical practitioner. Testing will be done in such a way as to respect the worker's privacy and confidentiality. Test results will be treated as highly confidential.

The company in its absolute discretion will determine the appropriate testing method and threshold for detectable and/or positive results at the time.

## Drug Testing Procedure

If the company elects to use urine testing, the testing processes will comply with the AS/NZS 4308:2008 (or successor standards) and the following will apply (subject to any changes to the applicable standard). The standard requires the agency that is responsible for specimen collection/on-site screening, storage and dispatch of the urine specimen to have accreditation (granted following assessment by a recognised body).

The worker will remain in the presence of the collector and will not have access to any water fountain, tap, soap dispenser, cleaning agent or any other materials that might be used to compromise the integrity of the urine specimen.

The worker provides the specimen in an area such that privacy is maintained. No device should be placed into the original collected urine sample unless it can be shown that the device does not contaminate the specimen.

A positive test will only be reported by an AS/NZS 4308 (or successor standards) accredited laboratory if confirmed levels of drug or metabolite exceed designated cut-off levels. Cut-off levels will conform to the relevant Australian standard, where such a standard has been issued in relation to the drug concerned.

If the worker disagrees with an initial positive test result, then they have the option of having the referee specimen independently retested at another AS/NZS 4308 (or successor Standard) accredited laboratory. The cost of the second test will be met by (charged to) the worker.

Due to possible degradation of samples over time, re-testing need only detect the presence of the drug or metabolite (i.e. need not be above cut off limits). This will be accepted as a conclusive result. Specimens not submitted to the laboratory shall be disposed of in accordance with waste disposal requirements and appropriate legislation.

GTNT Group may conduct random alcohol and drug testing as well as testing of any worker as a result of the company forming a reasonable suspicion that the worker is under the influence of alcohol or drugs during working hours which may impact the safety of themselves and others.

## Alcohol Testing Process

The breath alcohol test will be conducted using an approved testing device which meets the Australian Standard: AS 3547-1997 “Breath Alcohol Testing Devices for Personal Use” (or successor Standard). This requires the worker to blow into the device using a disposable mouthpiece.

<p><b>BAC is to be zero at all times unless prior approval granted (if approval granted must be within legal limits when driving a company vehicle):</b></p>	<p><b>Acceptable Levels</b></p>
<p>GTNT Group Australian Apprentices</p> <ul style="list-style-type: none"> <li>• Blood Alcohol Concentration (BAC) – is the concentration of alcohol in the bloodstream expressed in grams of alcohol per 100ml of blood.</li> <li>• If the first initial reading records any level of BAC this is deemed as a “detectable” result.</li> <li>• Following a “detectable” test, a confirmatory test on the same device is performed after 15 minutes using a new mouthpiece.</li> <li>• If the confirmatory test result records any level of BAC, the test is deemed to be a positive breath alcohol test and the individual removed to a safe place.</li> </ul> <p>If the company elects to use breath alcohol testing, the testing will be conducted using an approved testing device which meets the Australian Standard: AS 3547-1997 “Breath Alcohol Testing Devices for Personal Use” (or successor Standard).</p>	<p><b><i>If the candidate holds a Provisional Drivers’ License</i></b> first initial reading records any level of BAC the result is deemed to be “detectable”.</p> <ul style="list-style-type: none"> <li>• Following a “detectable” test, a confirmatory test on the same device is performed after 15 minutes using a new mouthpiece.</li> <li>• If the confirmatory test result records any level of BAC), the test is deemed to be a positive breath alcohol test and the individual removed to a safe place.</li> </ul> <p><b><i>If the candidate holds an open drivers’ license</i></b> the first initial reading records any level of Blood Alcohol Concentration (BAC) the result is deemed to be “detectable”.</p> <ul style="list-style-type: none"> <li>• Following a “detectable” test, a confirmatory test on the same device is performed after 15 minutes using a new mouthpiece (“<b>confirmatory test</b>”).</li> <li>• If the confirmatory test result records Blood Alcohol Concentration (BAC) less than 0.05 and prior approval was granted for the consumption of alcohol, the result is deemed negative and the individual may be permitted to return to full duties. <ul style="list-style-type: none"> <li>○ In the event the follow-up test result records a BAC above 0.05 or below (if approval for alcohol consumption was not granted), the test is deemed to be a positive breath alcohol test and the individual removed to a safe place.</li> </ul> </li> <li>• If the confirmatory test result records a BAC above 0.05, the test is deemed to be a positive breath alcohol test and the individual removed to a safe place.</li> </ul>

These levels apply to company sanctioned social events or work-related functions and events including client entertainment.

## **Cheating on a drug and/or alcohol test**

If a worker "cheats" on a drug and/or alcohol test or attempts to compromise the integrity of a specimen when taking a drug test (for example by providing a specimen that is not his or her own, or by use of a masking agent), or the person conducting the testing has reasonable grounds to suspect that the worker has tampered with a specimen, then the company may take disciplinary action up to and including dismissal (with or without notice) or, in the case of a contractor, termination of his/her engagement.

If the employee provides a specimen that is "cool" (not within acceptable temperature testing range meaning that the company cannot verify it was provided by the worker), or the specimen is otherwise compromised, this will be treated as a failed test (i.e. positive) and the company may take disciplinary action up to and including dismissal (with or without notice) or, in the case of a contractor, termination of his/her engagement. At the company's discretion, the worker may be provided with one further opportunity to provide a specimen.

## **Dilution of a drug test**

If a worker provides a specimen that is "dilute" the worker will be given one further opportunity to provide a specimen within 24 hours that is not "dilute". This may mean the worker may have to reduce his/her fluid intake during this period. If the second specimen is also "dilute" this will be treated as a failed test (i.e. positive) and the company may take disciplinary action up to and including dismissal (with or without notice) or, in the case of a contractor, termination of his/her engagement.

## **Refusal to take a drug and/or alcohol test**

If a worker is required to take a drug and/or alcohol test, and refuses to do so, the worker should first explain the refusal. The company will consider any explanation given. In its sole discretion, if the company considers the explanation is unreasonable in the circumstances, then the company may take disciplinary action up to and including dismissal (with or without notice) or, in the case of a contractor, termination of his/her engagement.

Other than workers in remote locations (as determined by the company), the worker shall provide his/her specimen for drug testing within 2 hours from the time that the request has been made by the authorised collector. In relation to alcohol testing, the worker shall comply with a request for an alcohol test within 15 minutes from the time the request has been made by the authorised collector.

Failure to comply with such timeframes may result in disciplinary action up to and including dismissal (with or without notice) or, in the case of a contractor, termination of his/her engagement.

## **Drug and Alcohol Test Results**

A copy of the results of any drug and/or alcohol test will be provided to the Human Resources Manager or Employment Services Manager (for Australian Apprentices results only) and may be provided to any host business of the company who requested them if the testing has been undertaken at the host business' request. Results may be used in evidence or disclosed in disciplinary or legal proceedings. In all other respects, material and information used or obtained from testing will be kept strictly confidential.

Workers should note that the test may not measure the degree to which he/she is under the influence of drugs and/or alcohol. If a test indicates the presence of drugs and/or alcohol, then the company will presume the worker is at risk of being under the influence of drugs and/or alcohol in breach of this procedure.

If a worker tests positive for drugs, and the company proposes to refer them to an appropriate service for rehabilitation treatment, or pursue disciplinary action/terminate the contractor's engagement, then the worker is entitled to challenge the results and obtain an independent analysis of the sample (at the worker's own expense).



## **Stand down if non-negative drug test**

If an employee returns a non-negative result in relation to his/her drug test, the company may stand him/her down on ordinary pay until receipt of confirmation of the result. If that result is positive workers will be stood down without pay until further notice or cleared to return to work.

Where the employee is sick or injured during the stand down period (or during a portion of the stand down period), the employer shall be entitled to make appropriate deductions from the employee's sick leave entitlements. If the employee's drug test result is negative, the employee may return to full duties.

If a contractor returns a non-negative result in relation to his/her drug test, the company may suspend performance of the contract until receipt of confirmation of the result.

## **Breach of the Drug and Alcohol Policy**

The company will enforce this policy strictly. This includes if a worker consumes alcohol (with prior approval) at a social event in such a way that it raises health and safety issues in the workplace, contributes to unacceptable job performance or the worker exhibits unusual or unacceptable conduct and behaviour.

If this policy is breached, the company may, in relation to workers:

- Send the worker home on leave, which may be paid (personal carer's leave), for such period as may be reasonably necessary. This will be at least as long as required for the employee to recover from the influence of drugs and/or alcohol.
- Note if a worker is suspected of being under the influence of drugs and/or alcohol, they will not be permitted to drive their personal vehicle, or a company vehicle, from the company's premises. This is both to protect the workers own personal safety, and the health and safety of others.
- Require the worker, at his/her own expense, to undergo a further drug and alcohol screening test, and return a negative result, before permitting the worker to return to work.
- Take disciplinary action against the worker up to and including dismissal. The nature and severity of the violation will determine the disciplinary action taken (for example, any worker that tests positive for methamphetamine, amphetamine, cocaine or heroin may be summarily dismissed without being offered rehabilitation).

If this policy is breached, and the worker returns a positive drug and/or alcohol test, the company (and/or its insurer) may, at its sole discretion, require the employee worker to indemnify the company for any and all costs arising out of or in connection with such test.

If this policy is breached, and the worker returns a positive drug and/or alcohol test after having completed a rehabilitation program, the company may summarily dismiss the worker.

If this policy is breached, the company may, in relation to contractors, terminate the contractor's engagement (with or without notice).

## **Rehabilitation**

If a worker returns a positive test, the company may, in its sole discretion, permit him/her to continue in their employment, subject to the requirement that they join a rehabilitation program. In such circumstances, failure to take part or complete the program may result in disciplinary action up to and including dismissal. The worker may be suspended from his/her duties (with or without pay, in the company's sole discretion) or allocated alternative duties during the program (if available, and in the company's sole discretion).

Where a rehabilitation program is required, the employer may require the worker to agree to a rehabilitation program and follow up testing and will be required to complete Fitness for Work Action Plan form. Failure to agree to such terms may result in disciplinary action up to and including dismissal (with or without notice). During

rehabilitation, if the worker is treated by a medical practitioner for substance abuse, the worker will consent to those records being released to the company upon request.

## **Post-treatment Testing**

On completion of the program, the worker will be required to return a negative drug and alcohol test (the cost of which testing shall be met by the worker) prior to returning to normal duties.

The worker will be required to be subject to drug and alcohol tests on the following 4 random drug and alcohol tests conducted by the company's service provider.

A positive test during or following treatment may result in disciplinary action up to and including dismissal (with or without notice).

## **Search and Surveillance**

In order to further assist with achieving the requirements of this policy and company Workplace Health and Safety Policy (WHS) objectives, the company may undertake search and surveillance. In particular:

- The company may search any property (including workers or contractor property) located within any area in the company's (or host business') possession or control or within the possession or control of any client or customer of the company ("company premises").

This may include offices, company vehicles, workstations, production areas, lockers, and storage areas. Such searches may be carried out on a random basis.

- The company may operate electronic surveillance equipment (including covertly) within company premises at any time.
- The company may employ a specialist drug detection dog team to conduct inspections (including random inspections) within the company premises.

If a drug detection dog or other detection mechanism indicates the recent possession and or use of drugs by a worker, the company may require the worker to undergo drug testing in accordance with this policy.

For the avoidance of doubt, by bringing personal property onto company premises, a worker is deemed to have consented to his or her property being searched or inspected in accordance with this policy.

Anyone that returns a positive reading (above the threshold to impact impairment) may be subject to the disciplinary process set out in the Fitness for Work procedure. Anyone who fails an initial random drug and alcohol test shall be immediately stood down with pay until an external verification and confirmatory test results have been received.

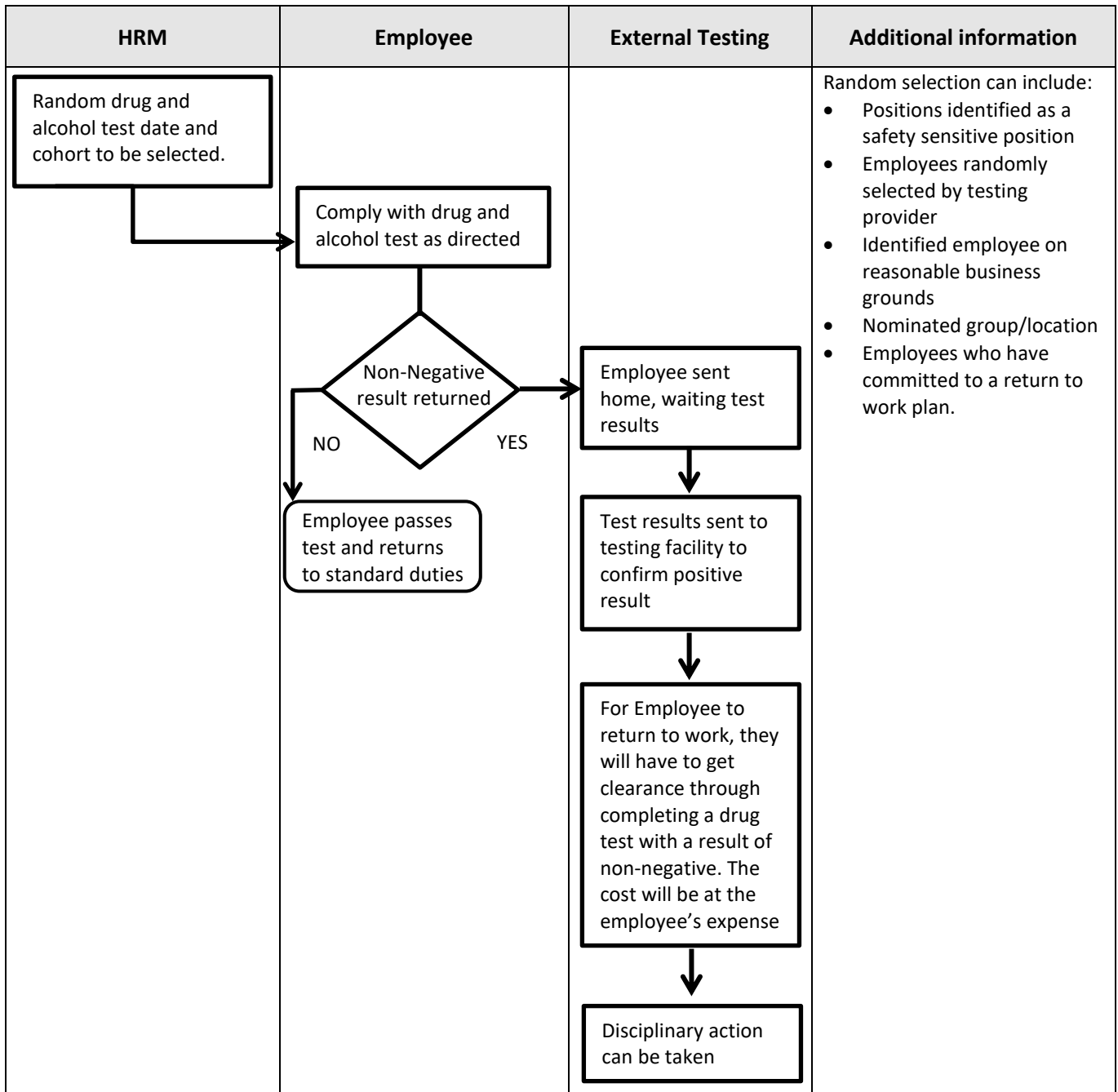


## **Confidentiality and Privacy Legislation**

All information gathered as a result of testing or participation in a rehabilitation or treatment programs is collected for the purpose of implementing this policy and achieving policy objectives. All information will be held by Human Resources and will be held for the duration of the individual's employment/engagement or longer where deemed necessary by the company. Relevant information may be disclosed to the worker's manager.

Save as required by law, no information relating to any testing or rehabilitation will be disclosed to an external party, other than as contemplated by this policy, without the written consent of the worker concerned.

## Random Drug and Alcohol Test



*This policy relates to the following procedures:* [WHS-AP002 Fitness for Work – Apprentices](#)  
[WHS-ST002 Fitness for Work – Staff](#)

*This policy relates to the following forms:* [WHS-AP002-01 Signs of Unfit for Work Form](#)  
[WHS-AP002-02 Fitness for Work – Action Plan](#)  
[WHS-AP002-03 WHS Commitment – Apprentices](#)  
[WHS-AP002-04 Fitness for Work – Apprentice Information Sheet](#)  
[WHS-HB003-01 Fitness for Work FAQ \(for Supervisors and Coordinators\)](#)  
[WHS-ST002-01 Signs of Unfit for Work Form – Staff](#)  
[WHS-ST002-02 Fitness for Work Action Plan - Staff](#)

## SCHEDULE A - SAFETY SENSITIVE POSITIONS AND ROLES

Please note the following is a non-exhaustive list of the types of positions and roles that are classed as safety sensitive positions or roles and which are subject to random testing under this procedure:

- Any employee or contractor who uses a company motor vehicle in the course of their employment or engagement;
- Any employee or contractor who is working within the confines of the warehouse facility;
- Any employee or contractor working in a marked HAZCHEM area;
- Any employee or contractor working at heights or in confined spaces;
- Any employee or contractor operating machinery or power tools;
- Any employee or contractor working in trenches or excavations;
- Any employee or contractor working in water or in boats;
- Any employee or contractor working with dangerous animals;
- Any employee or contractor required to drive long distances;
- Any employee or contractor working at high risk sites, for example, active construction or road maintenance sites or regular visits to such sites.